

2009 ANNUAL PROGRAMME
REVISED

MEMBER STATE:	Republic of Latvia
FUND:	External Border Fund
RESPONSIBLE AUTHORITY:	Ministry of the Interior, Čiekurkalna 1.līnija 1, k-2 Rīga, LV 1026
YEAR COVERED:	2009

1. GENERAL RULES FOR SELECTION OF PROJECTS TO BE FINANCED UNDER THE PROGRAMME
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Initially within the framework of Annual Programme 2009 for External Border Fund it was planned to implement the action 4.2. *“The integration of the national biometrics data processing system with the Integrated Information System of the Ministry of the Interior and SIS II”*.

It was planned to integrate the National Biometrics Data processing system with the Schengen Information System II (SIS II) and the Integrated Information System of the Ministry of Interior of the Republic of Latvia (IIS). Creating such an integrated solution would allow ensuring possibility to search for information concerning person biometrical data in *on-line* mode, and at the same time to receive information from the National Biometrics Data processing system and SIS II. Therefore it was foreseen that implementation of the action would be performed within the framework of annual programme 2009 and 2010. The only authority that could be referred to be as the only possible Competent Authority that can implement action 4.2. was the Information Centre of the Ministry of Interior of Republic of Latvia.

According to the letter received from the Information Centre of the Ministry of the Interior of the Republic of Latvia on 2nd December 2009, the elaboration of the SIS II is delayed. The decision about putting the system into operation is delayed as well. The final version of the specifications of SIS II which applies to the system to be put into operation is not yet agreed and therefore not at the disposal of the Information Centre of the Ministry of the Interior of the Republic of Latvia. The aforementioned information is necessary for managing actions needed for national system integration into SIS II. Taking into consideration the aforementioned the Management Committee of the External Border Fund decided to resign from the implementation of the action 4.2. within the framework of the AP 2009, foreseeing the implementation of the action 4.2. within the framework of the AP 2010 and AP 2011.

The Annual Programme 2009 for the External Borders Fund was needed to be revised following savings of **1 119 577 EUR**.

The requests for redistribution submitted to the Responsible Authority were approved during the procedure of reconciliation of funding within the Annual Programme 2009.

Following the decision of the Management Committee of the Fund, the savings were redistributed as follows:

- 1) **130 817 EUR** for the new Action 1.2. in the framework of the approved multiannual programme 2007-2013 for the External Borders Fund in Latvia *“Equipping the border checkpoints on the railway between Zilupe, Indra and Karsava and state borders with the video surveillance system”*;
- 2) **988 760 EUR** under the Action 4.1. *“The development of the National VIS, providing its compliance with the final version of the technical documentation provided by the EC and the provision of the necessary training courses for the personnel of the State Border Guards and*

Consular officials”. The allocations of savings were also evaluated according to VIS roll-out priority presented in European Commission`s (hereafter – EC) 18 October 2010 letter “Setting priorities for the use of the External Borders Fund and ensuring adequate control”.

The revised version of Annual Programme 2009 is elaborated according to the Article 23 (5) of the Decision No 574/2007/EC of the European Parliament and of the Council of 23 May 2007 establishing the External Borders Fund for the period 2007 to 2013 as part of the General programme ‘Solidarity and Management of Migration Flows’.

1.1. General principles for selection of projects

As a general principle, the projects can be selected and implemented in two methods:

- **Responsible Authority acting as awarding body.** In this case open call for proposals is being organized, where project applicants compete equally for application approval and financing assignment;
- **Responsible Authority acting as executing body.** In this case the amount of financing allocated to action and the Competent Authority for implementation of respective action is known beforehand. This information is determined by the management committee while developing planning documents of the fund. Within executing body implementation method Competent Authorities are responsible for preparation and submission of the project application to the Responsible Authority for evaluation and approval. Responsible Authority will approve and finance all of the project applications of Competent Authorities that correspond to evaluation criteria and will sign the agreement with Competent Authorities, which will be similar to grant agreement.

For evaluation of submitted project applications within both implementation methods – awarding body and executing body – will be applied similar evaluation procedure. Submitted project applications will be evaluated against predefined criteria by project applications’ evaluation commission (established by Responsible Authority) within executing body implementation method. Within awarding body implementation method submitted project applications will be evaluated not only by project applications’ evaluation commission, but also by the Management Committee of the Fund. Criteria for evaluation of the submitted project applications are approved by the respective regulations of Cabinet of Ministers of Latvia¹ and fully comply with the minimum selection criteria defined in the basic act.

1.2. Specific issues of the fund

Considering the fact that all actions of External Borders Fund (hereafter – Fund) can be implemented only by a limited number of state authorities who have *de jure* monopoly rights on implementation of these actions due to their specifics and connection to national security matters, all the actions will be implemented in executing body implementation method.

1.3. Timeline of selection and approval of projects

Regarding actions to be implemented under annual programme 2009 Responsible Authority will send out invitations to the Competent Authorities to submit project applications in the 2nd half of year 2009. Afterwards project evaluation will take place and it is foreseen that evaluation of the submitted projects will last approximately 3 months, and if project applications will correspond to evaluation criteria, projects will be approved and grant agreements (or similar agreements with Competent Authorities) will be signed.

Management Committee took a decision to revise the AP on 11 March 2010.

¹ Regulations of the Cabinet of Ministers of the Republic of Latvia No 348 “Procedure for selection of projects and implementation of the technical assistance activity within External Borders Fund, European Return Fund and European Refugee Fund under General programme „Solidarity and Management of Migration Flows”, dated 13 April 2010

1.4. Procurement issues

Competent Authorities will be responsible for implementation of approved project, including organization of procurement procedures and signing contracts with contractors according to national legislation and Article 11 of the implementing rules of the Fund. There are requirements concerning procurements included in the national legislation. Public bodies are obliged to comply with the rules of the Public procurement law, which states that the minimum threshold for carrying out public procurement procedure in Latvia for services and products is 3 000 lats (~ 4 269 EUR) and for construction works 10 000 (~ 14 228 EUR). If the value of the planned contract is less than the abovementioned threshold, simplified procedure of public procurement has to be carried out having regard of the basic requirements for the public procurement principles (value for money principle, clearly defined criteria for the selection of the best offer, etc.).

1.5. Visibility of EC funding

By implementing projects within the framework of the Fund, Competent Authorities responsible for implementation of the projects will be under obligation to provide information regarding use of Fund financing within the implementation of the project. Therefore Responsible Authority has drafted guidelines for publicity and visual identity measures, which include requirements for Competent Authorities on publicity and visual identity measures to be taken depending on specifics of the project. As the main examples of the visual identity and publicity measures to be applicable during implementation of the projects can be mentioned the following:

Information boards at the project implementation site – regarding the implementation of project related to the development of the infrastructure object whose total budget exceeds 100 000 EUR.

Labels on the acquired equipment – regarding the implementation of project related to the acquisition of any kind of equipment.

Posters in the training premises and Funds logo on the **training materials** – regarding the implementation of project related to organising trainings.

Information and communication material – publications (such as newsletters, booklets, brochures, handout materials produced for the organization of trainings), data basis and audiovisual materials the front page will have to contain the information about the use of Funds financing in the production of the respective materials.

Information events (such as conferences and seminars) – on the documents and hand out materials used in such information events, the reference on the use of the Funds financing and logo of the Fund will have to be clearly visible.

Websites – the information given on the internet regarding the implementation of the project under implementation of the Fund will have to contain the reference on the use of Funds financing and also the hyperlink to other European Commission websites concerning the implementation of the Fund will have to be included.

Press releases – information in national or local mass media on the implementation of the project under implementation of the Fund will have to contain the reference on the use of the Funds financing within implementation of the project.

The aforementioned guidelines for publicity and visual identity measures to be taken during the implementation of the project will be attached as annex to the agreement concluded between the Responsible Authority and other Competent Authorities.

According to the requirements of Article 33 (2)(a) of the implementing rules the Responsible Authority will organize annual information activity with participation of the representatives of the media and all of the institutions involved in the implementation of the Fund with aim to give the information on the launch of multiannual programme, the actions set for receiving financing within the

Fund, the amount of financing allocated for implementation of the actions; information on the annual programmes regarding the actions to be supported from within the framework of annual programme concerned and also the information on the achievements of the implementation of the previous annual programme. The expenditure related to the annual information activity will be covered from the financial means of the technical assistance.

Also the names of the Final beneficiaries of the Fund as well as the names of the Competent Authorities, names of the approved projects as well as the information on the Union funding and public funding allocated to implementation of the approved projects will be published in the official home page of the Responsible Authority (<http://www.iem.gov.lv>) on annual basis according to the requirements of Article 33 (2) (b) of the implementing rules.

2. CHANGES IN THE MANAGEMENT AND CONTROL SYSTEMS

N/A

3. ACTIONS TO BE SUPPORTED BY THE PROGRAMME UNDER THE PRIORITIES CHOSEN
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3.1. Actions for implementation of the priorities chosen by the Republic of Latvia

PRIORITY 1: Support for the further gradual establishment of the common integrated border management system as regards the checks on persons at and the surveillance of the external borders

Action 1.2. „Equipping the border checkpoints on the railway between Zilupe, Indra and Karsava and state borders with the video surveillance system”

PRIORITY 4: Support for the establishment of IT systems required for implementation of the Community legal instruments in the field of external borders and visas

Action 4.1. “The development of the National VIS, providing its compliance with the final version of the technical documentation provided by the EC and the provision of the necessary training courses for the personnel of the State Border Guard and Consular officials”

PRIORITY 5: Support for effective and efficient application of relevant Community legal instruments in the field of external borders and visas, in particular the Schengen Borders Code and the European Code on Visas

Action 5.1. “Providing the regional training for the consular officials about the policy of issuing the unified EU visas, in accordance with the requirements of the European Visa Code”

Action 5.3. “Elaboration of a handbook for usage of National VIS”

Action 1.2.	Equipping the border checkpoints on the railway between Zilupe, Indra and Karsava and state borders with the video surveillance system
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1. Purpose and scope of the action

In order to ensure implementation of the Priority 1, the implementation of the action 1.2. is commenced within the framework of the annual programme 2009. During last year the State Border Guard is facing sharp changes in the realisation of the phenomenon of illegal immigration. The illegal immigrants from Asia for illegal penetration into the Schengen area more often use “green” border.

In order to fulfil the case of Schengen Catalogue on the railway divisions between Zilupe, Indra and Karsava railway border checkpoints and state borders the State Border Guard proposes to begin the

project of developing technical projects of the installation of video cameras on the year 2009. Using video cameras the number of cases, when illegal immigrants that can be apprehended is expected to increase.

Taking into account the scope of works to be performed within the framework of the aforementioned action, it is considered to be a multiannual action where under AP 2009 the 1st stage of establishment of the video surveillance systems will be co-financed, in accordance with the implementing rules for the Fund. The aim of this action is to establish and use effectively high technologies in order to reduce the possibility for illegal immigrants to enter the territory of the EU by crossing the external border of the EU, as well as to promote effective and operative exchange of the information, by using high technologies, among services involved in the control of the external border. Action set for the acquirement of co-financing of the Fund envisages establishment of the effective video surveillance systems of the border and frontier zone, equipping railway spans from the railway border control points to the state border with video surveillance systems by implementation of annual programmes.

In the framework of the annual programme 2009 it is planned to:

1. develop following technical projects:

- technical surveillance system establishment from state border to Karsava railway Border Control Point (length 4.3 km);
- technical surveillance system establishment from state border to Zilupe railway Border Control Point (length 3.4 km);
- technical surveillance system establishment from state border to Indra railway Border Control Point (length 7.5 km).

2. at the technical project development stage to:

- work out the technical solutions for systems;
- design the technical surveillance systems;
- receive the approvals from chiefs of land and infrastructure, that are necessary for realisation of the systems;
- receive necessary construction permits.

2. Expected grant recipients

Taking into account the specifics of action set for the acquirement of co-financing of the Fund within the framework of the annual programme for year 2009, the action will be implemented by the Responsible Authority acting as an executing body.

The only Competent Authority for the implementation of the action 1.2. set for the acquirement of co-financing of the Fund within the framework of the annual programme for year 2009 is the State Border Guard.

3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body

The Article 13 of the Law of the State Border Guard defines the tasks of the State Border Guard. One of the tasks is to prevent the crossing of the state border by the persons and vehicles, the movement of the cargo and other goods across the state border outside the places that are foreseen for this purpose or by other illegal way; to detect and arrest offenders of the state border, as well as to detect offenders of the regime of the border, the border zone, the border control points and the border crossing.

4. Expected quantified results and indicators to be used

Results for AP 2009	Indicators			
	Output		Outcomes	
	Indicator according to MAP	Value for AP 2009	Indicator according to MAP	Value for AP 2009

<p>To develop 3 technical projects of the technical surveillance system</p>	<p>1. Technical surveillance system project for railway divisions from state border to Karsava railway BCP; 2. Technical surveillance system project for railway divisions from state border to Zilupe railway BCP ; 3. Technical surveillance system project for railway divisions from state border to Indra railway BCP</p>	<p>To carry out arrangements for ensuring railway video surveillance system by establishing data transmission net connected to the technical surveillance device complex with the unified management and situation control system on the railway border control spots it is necessary to acquire: 1. fixed diurnal video surveillance cameras approx. every 50 m (approx. 320 units); 2. turning diurnal/night video cameras with stabilization approx. every 1000 m (approx. 16 units); 3. registration equipment and workstations at Karsava, Zilupe and Indra railway checkpoints; Data transmission net (optical cable) with infrastructure establishment.</p>	<p>To carry out arrangements for reducing the possibilities to cross the border illegally</p>	<p>N° of the detected illegal crossings in year 2012 increased in comparison with years 2008-2009 N° of detentions during 2008-2009 is 60 illegal immigrants In year 2012 it is planned to detain 120 illegal immigrants</p>
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5. Visibility of EC funding

The project partners must always refer to the co-financing of this project from the Fund in communications about this project. The EU logo and the statement of the Fund must be displayed on written material. Labels on the acquired equipment must be attached to material objects acquired. When making the AP 2009 public, confidentiality may need to be ensured with regard to the location of the border surveillance systems.

6. Complementarity with similar actions financed by other EC instruments, if appropriate

The action set for co-financing of the Fund does not overlap with the actions financed by other EU financial instruments; instead it supplements the project commenced within the framework of the *Schengen Facility* programme thus ensuring the succession of financing.

With any other EC financial instruments (*PHARE Programme*, *Transition Facility*, the *European Regional Development Fund (ERDF)*, and the *Norwegian Financial Instrument*) the action set for the acquiring of co-financing of the Fund does not overlap.

7. Financial information

Financial means in amount of 174 423 EUR are required for implementation of the action 1.2. within the framework of the annual programme for year 2009. Disposition of these funds is envisaged for establishment of the effective video surveillance systems of the border and frontier zone, equipping railway spans from the railway border control points to the state border with the video surveillance systems.

Action 4.1.	“The development of the National VIS, providing its compliance with the final version of the technical documentation provided by the EC and the provision of the necessary training courses for the personnel of the State Border Guard and Consular officials”
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1. Purpose and scope of the action

In order to ensure implementation of Priority 4, within the framework of annual programme 2008 implementation of action 4.1. was commenced by updating software of the National Visa Information System (N.VIS) in compliance with the final version of technical documentation (Interface Control Document v1.87), provided by European Commission, which describes data exchange between N.VIS and Central Visa Information System (C.VIS).

The financing that was available within the framework of annual programme 2008 was not sufficient in order to ensure complete implementation of action 4.1. which foresees not only update of the software of N.VIS, but also update of N.VIS system equipment according to the requirements of the final version of technical documentation (Interface Control Document v1.87), and also elaboration of the Data Base of Invitations (DBI), as indicated in section 3.1.1. “*Purpose and scope of the action*” of the annual programme 2008.

According to information received from the European Commission regarding allocations to the Member States for the budgetary year 2009 for the External Borders Fund (EC letter dated on 16 July 2008, No B4(2008)D/11296), amount of financial means available to Latvia have been increased by 434 000 EUR (including European Union contribution and Public allocation). After analysis of current requirements in Latvia regarding migration and external border control, on 29th August within the Management Committee of the Fund decision was taken to use the respective financing for acquisition of equipment and licenses – four – finger fingerprint scanners and biometric data processing licenses – needed for aggregation and processing of biometrical data. After the GO-LIFE of the VIS, the complete regional rollout and the end of the transitional period, the authorities involved in Schengen visa issuance - State Burder Guard (SGB), Office of Citizenship and Migration Affairs (OCMA), Latvian diplomatic and consular representations abroad and Ministry of Foreign Affairs (MFA) - will be under obligation to aggrigate and verify fingerprints of persons to whom Schengen visa is issued, and these authorities will also be responsible for including the aggregated biometrical data in N.BIS, therefore supplementing effective functioning of C.VIS.

According to the Visa Code (OJ L243, 15.9.2009, p. 1.) Member States shall collect biometric identifiers comprising the facial image and ten fingerprints from applicant in accordance with the safeguards laid down in the European Convention for the Protection of Human Rights and Fundamental Freedoms and in the United Nations Convention on the Rights of the Child. The Visa Code also states that regarding Schengen visa issuance biometric data are considered to be a photograph, scanned or taken at the time of submission of the visa application, as well as ten fingerprints taken flat and digitally captured.

Taking into consideration the statistics of visa issue and ensuring implementation of VIS roll-out plane, the SBG and MFA are the main institutions, which would need the four–finger fingerprint scanners. The scanners will secure the possibility to aggregate ten-finger fingerprints from the Schengen visa applicants. There will be taken and captured four fingers and a thumb fingerprints from both applicant hands. In case of necessity the OCMA would use the one-finger fingerprint scanner. Therefore it is possible to fulfill the requirements of the Visa Code regarding Schengen visa issuance and aggregation of the biometric data from the visa applicants.

According to national legislation, visa application can be submitted based on an Invitation and there are defined rules for processing of Invitations. Information about the Inviter, the Invited person and the visa request is registered in DBI in the process of registration of the Invitation. Necessary internal consultations are carried out regarding the invited person. After receiving a visa application in a

consulate abroad, Invitation data are checked and processed in N.VIS. Processing of Invitations in DBI essentially facilitates and accelerates processing of Visas at the consulates abroad therefore enhancing to a great extent an efficient visa issuing process. DBI is broadly used for territory check activities by SBG and consulting activities about inviters by the Ministry of Foreign Affairs and the OCMA.

From the statistical information gathered from N.VIS it is evident that 75% from all visas issued by Latvia in year 2008 are issued based on Invitations.

DBI was established in year 2001 and works already 8 years. Taking into account evolution of IT, solutions which were advanced 8 years ago now are out-of-date. Data processing formats are different from data formats used by VIS. DBI does not have audit and users control functions determined by the safety requirements of personal data processing. Therefore within the framework of annual programme 2009 the new DBI will be elaborated.

On 18 December 2009 the EU Member States received the first draft on planned changes in VIS, which should be worked out before joining CVIS, i.e., until December 2010. Those changes are based on the Visa Code which is applicable as from 5 April 2010. According to existing time schedule it is necessary to draft and implement those changes from September to December 2010; that is why it is necessary to implement measures connected with NVIS development corresponding to new EU requirements in the framework of activity 4.1.

In accordance with the EC requirements, in the visa issuing process there have to be ensured additional functionalities – VISION and VIS MAIL, to allow consultations and exchange of messages between the central authorities of the Member States. The VISION and VIS MAIL mechanism may be used for consultation between central authorities and for transmission of the following types of information: messages related to consular cooperation; requests for supporting documents; messages on inaccurate data; Member State nationality acquired by an applicant. The final version of technical documentation of the VIS MAIL was approved on 5 May 2009 and the technical specification for Schengen Consultation Network (VISION) was approved on 22 December 2009.

Due to changes in NVIS, connected with the new Visa Code, and by starting cooperation with CVIS, it is necessary to improve knowledge and skills of NVIS users. Taking into account that until June 2011 there could be modifications in NVIS, it would be useful to train system users at the end of implementation of different updates in NVIS.

To ensure work with the new NVIS it is necessary to equip working places in OCMA client's service centers in Riga and regional services, providing appropriate technical equipment. At least one working place will be installed in every of OCMA territorial divisions.

Taking into account regular changes in configuration, related to tests of NVIS and CVIS functionalities between the Member States and European Commission, it is necessary to maintain several testing environments simultaneously, however, at the moment the amount of technical resources is insufficient for carrying out different system tests. By joining CVIS, as well as by developing and implementing Invitations Data Base, the load of central hardware of systems will significantly increase, besides, the existing equipment, ensuring work of NVIS, is more than three years old; that is why it is necessary to acquire and establish equipment which would increase the capacity and performance of NVIS and Invitations Data Base.

In order to ensure the possibility for the action visa applicants to fill-in the electronic application for Schengen Visa using home page of the Ministry of Foreign Affairs and representations of the Ministry of Foreign Affairs, it is necessary to develop the electronic application forms and ensure the integration of the aforementioned applications into NVIS. The aforementioned action will lighten and expedite the processing of the submitted documents.

Taking into consideration financial residue of **361 708 EUR**, the following actions will be performed:

- Modernization of 100 work stations for users of the new Invitations Register;
- Development of VIS testing tool;
- Equipping the border control points with fingerprint (4 finger) scanners and equipment for checking visas and electronic machine-readable travel documents (eMRTD);
- Ensuring necessary financing for completion of procurement “Modernization of National Visa Information System” carried out in the framework of the existing project.

In order to fully use the new Invitations Register, it is required to upgrade work stations of 30 regional divisions of the Office of Citizenship and Migration Affairs (OCMA). Current work stations of the OCMA regional divisions are out of date and are not suitable for use of the new Invitations Register (work stations were bought and upgraded in year 2004 and 2006) – rather often there are cases when work with the Invitations Register is delayed or stopped due to computer hardware malfunctioning. Also, due to rapid development of computer software industry, current work stations of the OCMA regional divisions does not fulfill technical requirements to run properly an up-to-date computer software. There are more than 200 active users of the Invitations Register in regional divisions of the OCMA at the moment, so acquired computer hardware will be equally distributed between regional divisions. Since the Invitations Register is directly linked to the National Visa Information System (NVIS) and the same users are working with Invitations Register and NVIS, modernization of work stations for users of the new Invitations Register will improve overall visa issuing process. In total, it is necessary to upgrade and change technical equipment for 100 work stations, which will be composed of:

1) work station (total amount: 100 units):

- system unit;
- monitor;
- mouse;
- keyboard;
- uninterruptible power supply;
- operating system;
- office software;

Multifunctional printer with printing, scanning and copying functions (total amount: 50 units), which are meant for sharing one device for two work stations.

To fulfill requirements of Central Visa Information System (CVIS) Provisional System Acceptance Test (PSAT), the EU Member States (MS) must have appropriate load generating test tool. Since final versions of PSAT testing documents were received at the end of 2010, full analysis of the documentation was possible only recently. At the end, conclusion was drawn, that current load generating test tool must be completely redone with added new functionality, including advanced test results logging mechanism.

For the needs of SGB – additional 13 fingerprint scanners will be acquired, in order to ensure visa issue in border checkpoints and in SGB immigration offices.

When results of procurement on equipping working places were received, it became evident that the finances of the existing project of 4.1 activity are not sufficient to buy planned amount of equipment (e.g. four-finger fingerprint scanners (55), electronic machine-readable travel document readers (85), one-finger fingerprint scanners (30), etc.), that is why part of financial residue will be shifted to ensure purchase of necessary equipment in full amount.

2. Expected grant recipients

Taking into account the specifics of the action it will be implemented by Responsible Authority acting as an executing body, implementing projects in cooperation with other Competent Authorities and by concluding agreement with Competent Authority, which will be similar to grant agreement. The only authority that can be referred to be as the only possible Competent Authority that can implement

action 4.1. is Office of Citizenship and Migration Affairs. The Collaboration partner of the Competent Authority for the project “On-line application of Schengen Visa development and integration into NVIS” within the framework of the action 4.1. is the Ministry of the Foreign Affairs of the Republic of Latvia.

3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body

Office of Citizenship and Migration Affairs is competent in the Republic of Latvia to issue identification and travel documents, as well as residency permits and visas, to maintain the visa information system and to implement the state migration policy. The Office of Citizenship and Migration Affairs has already commenced development of the National Visa Information system within the framework of the *Schengen Facility* programme by implementing project No.PMLP/2/9 “Development of Latvian National Visa Information System”. By taking into account the aforementioned, the Office of Citizenship and Migration Affairs can be considered to be as the only possible Competent Authority that can implement action 4.1.

4. Expected quantified results and indicators to be used

Information on expected quantified results within implementation of the action under annual programme 2009 is presented in the table below (see column “*Results for AP 2009*”), as well as information on indicators to be used for measuring progress within annual programme 2009 against the baseline situation. Table includes only those indicators that can be applied for evaluation of the results of the project within annual programme 2009. Where possible the indicator is presented quantified. If the indicator can not be quantified, its value for annual programme 2009 is presented as “yes/no”.

Results for AP 2009	Indicators			
	Output		Outcomes	
	Indicator according to MAP	Value for AP 2009	Indicator according to MAP	Value for AP 2009
<ul style="list-style-type: none"> Acquired four-finger fingerprint scanners and biometric licenses for use in LR diplomatic and consular representations abroad and for the use of SBG; 	Number of fingerprint scanners and respective licenses acquired	Approximately 68 (38 – SBG; 30 - MFA; 0 – OCMA)	The process of issuing Schengen visas is improved. The access to the identification information of a person is guaranteed for all the member states of the EU, by using the NVIS integration with CVIS	yes/no
<ul style="list-style-type: none"> Elaborated new Data Base of Invitations (DBI) which ensures data exchange with NVIS; 	Access to the new DBI for the employees of OCMA, SBG and MFA (including diplomatic and consular representations abroad)	100 %		
<ul style="list-style-type: none"> Developed on-line data exchange software between DBI, NVIS/ CVIS and CMIS 	Ensured on-line data exchange between DBI, NVIS/ CVIS, CMIS	100%		
<ul style="list-style-type: none"> Updated software and licenses of NVIS including VISION and VIS Mail 	The compliance of the NVIS software with the EC requirements	100%		
<ul style="list-style-type: none"> Ensured training courses of the NVIS end-users (employees of the State Border Guard, Ministry of Foreign Affairs and Office of Citizenship and Migration Affairs) and DBI end-users; 	Number of trained persons	approximately 120		
<ul style="list-style-type: none"> Acquired equipment for working places and acquired licenses for work with biometric data and persons' identification documents inland: <ul style="list-style-type: none"> Equipment for checking visas and electronic machine-readable travel documents (eMRTD) 	Number of equipped working places	approximately 30 – OCMA, 30 – MFA, 38 – SBG		
<ul style="list-style-type: none"> Acquired equipment for working places and acquired licenses for work with biometric data and persons' identification documents inland: <ul style="list-style-type: none"> A set of equipment for taking facial image of a person (photo cameras, stands, flashlights); Biometric data processing software licenses; One finger fingerprint scanners. 	Number of equipped working places	approximately 30 – OCMA		
<ul style="list-style-type: none"> Updated NVIS and DBI hardware 	Number of equipment acquired	Will be specified in the approved project		
<ul style="list-style-type: none"> Modernized work stations for users of the new Invitations Register in OCMA 	Number of work stations modernized	approximately 100		
<ul style="list-style-type: none"> Developed VIS testing tool 	Developed load generating test tool for CVIS PSAT	100 %		
Elaborated on-line application to Schengen visa and integrated into NVIS	On-line application to Schengen visa is ensured and integrated into NVIS	100 %		

5. Visibility of EC funding

The project partners must always refer to the co-financing of this project from the European Border Fund in communications about this project. The EU logo and the statement of the Fund must be displayed on written material. Information and communication materials must be attached to material objects acquired.

6. Complementarity with similar actions financed by other EC instruments, if appropriate

Action 4.1. envisages carrying out the necessary works for development of the National Visa Information System thus continuing the commenced development of the National Visa Information System which has been commenced by implementation of project No.PMLP/2/9 “*Development of Latvian National Visa Information System*” under implementation of *Schengen Facility* programme. Within implementation of the aforementioned project there was developed software and acquired and installed equipment needed for establishment of the National Visa information system, as well as there was developed training software for the end-users of the system (total costs 2 073 929, 84 EUR). System was developed according to the latest version the interface control document, describing the data exchange between N.VIS and C.VIS (Interface Control Document v1.87).

7. Financial information implementation of the action 4.1.

Financial means of approximately 2 102 694 EUR are required for implementation of action 4.1. within the framework of annual programme 2009. Disposition of these funds is envisaged for the following works:

- Updating of software and licenses of NVIS including VISION and VIS Mail;
- Elaboration of new Data Base of Invitations (DBI) which ensures data exchange with NVIS;
- Development of on-line data exchange between DBI, NVIS/ CVIS and CMIS;
- Ensuring of training courses of NVIS and DBI end-users;
- Acquisition of four-finger fingerprint scanners;
- Acquisition of equipment for working places and acquisition of licenses for work with biometric data and persons` identification documents;
- Updating of NVIS and DBI hardware;
- Elaboration of *On-line* application to Schengen visa and integration into NVIS;
- Modernization of work stations for users of the new Invitations Register;
- Development of VIS testing tool.

Action 5.1.	“Providing the regional training for the consular officials about the policy of issuing the unified EU visas, in accordance with the requirements of the European Visa Code”
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1. Purpose and scope of the action

In order to ensure implementation of Priority 5, within the framework of annual programme 2008 implementation of the action 5.1. was commenced, by organizing the 1st round of the regional trainings for the consular officials, as indicated in section 3.1.1. “*Purpose and scope of the action*” of the annual programme for the year 2008. Trainings were organized in two flows – consular official’s trainings in the CIS region (Baku, Azerbaijan) and in other regions of the world (Budapest, Hungary). By taking into consideration high level of staff rotation among Latvian diplomatic and consular representations abroad, with trained officials within the 1st round of the trainings will not be sufficient. Therefore it is planned to organize such trainings within framework of every annual programme starting from annual programme 2008.

In comparison with implementation of action within the framework of annual programme 2008, there will be made formal adjustments in consular official’s trainings within annual programme 2009. Taking in to consideration the status of Latvia as Schengen member state, consular official’s trainings will not be organized as trainings in CIS region and other regions of the world. By beginning with annual programme 2009 consular official’s trainings will be organized according to the following division of flows – consular official’s trainings in Schengen region and trainings in non – Schengen region and trainings in Latvia. These changes will be formal and will not bring any impact to the content of trainings. Therefore main topics of the trainings will remain the same as for annual programme 2008:

- Latest amendments in legal basis regarding processing of visa applications and visa issuing and effective application of the provisions of legal basis regarding visa issuing;
- Effective use of different information systems concerning visa issuing;
- Practical aspects for application of the provisions of legal basis and information systems regarding visa issuing – during particular phase of training participants are trained in praxis on visa issuing in respective region.

Additionally it is foreseen to invite to the consular trainings also guest lecturers from other Schengen member states in order to supplement creation of a unified approach to application of provisions of Union law regarding issuing of Schengen visas.

Therefore within the framework of annual programme 2009 the commenced regional trainings for the consular officials will be continued by implementing the 2nd round of trainings for the consular officials.

2. Expected grant recipients

Taking into account the specifics of the action it will be implemented by Responsible Authority acting as an executing body, implementing projects in cooperation with other Competent Authority and by concluding agreement with Competent Authority, which will be similar to grant agreement. The only authority that can be referred to be as the only possible Competent Authority that can implement action 5.1. is Ministry of the Foreign Affairs.

3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body

Ministry of Foreign Affairs of the Republic of Latvia is competent to issue Schengen visas, and it is ensured by the network of diplomatic and consular missions of Latvia, as well as to ensure the co-ordination function among such diplomatic and consular missions. By taking into account the specifics of the action set for the acquiring of co-financing of the Fund and its direct relation to operation of diplomatic and consular missions, the Ministry of the Foreign Affairs of the Republic of Latvia can be considered to be as the only possible Competent Authority that can implement action 5.1.

4. Expected quantified results and indicators to be used

Information on expected quantified results within implementation of the action under annual programme 2009 is presented in the table below (see column “*Results for AP 2009*”), as well as information on indicators to be used for measuring progress within annual programme 2009 against the baseline situation. Table includes only those indicators that can be applied for evaluation of the results of the project within annual programme 2009. Where possible the indicator is presented quantified. If the indicator can not be quantified, its value for annual programme 2009 is presented as “yes/no”.

Results for AP 2009	Indicators			
	Output		Outcomes	
	Indicator according to MAP	Value for AP 2009	Indicator according to MAP	Value for AP 2009
Trained consular officials in Schengen region	Training courses organized and respective personnel trained;	approximately 25	The common approach to the implementation of the legislation of the European Union on visa issue procedure is ensured	approximately 132
Trained consular officials in non-Schengen region		approximately 32		
• Trained consular officials in Latvia		approximately 75		

5. Visibility of EC funding

The project partners must always refer to the co-financing of this project from the Fund in communications about this project. The EU logo and the statement of the Fund must be displayed on the written materials and documents used during the information events.

6. Complementarity with similar actions financed by other EC instruments, if appropriate

Action 5.1. envisages continuation of training for consular officials which has been commenced by implementation of project No. AM/5/5 “Consular officials at the embassies and consulates of the Republic of Latvia have all the necessary qualification for issuance of Schengen visas” under implementation of Schengen Facility programme. Within implementation of the aforementioned project there were two sessions of regional trainings for consular officials held (total costs 173 537, 91 EUR):

- in 2005 there were 13 consular officials trained in the CIS region (St. Petersburg (the Russian Federation)) and 23 consular officials in the EU region (Athens (Greece));
- in 2006 there were 29 consular officials trained in the CIS region (Tashkent (Uzbekistan)) and 24 consular officials in the EU region (Lisbon (Portugal))

7. Financial information

Financial means of approximately 146 503 EUR are required for implementation of action 5.1. within the framework of annual programme 2009. These costs comprise of the following:

- travel expenses of participants of training;
- accommodation expenses of participants of training;
- involvement of a foreign expert;
- preparation of training aids.

Action 5.3.	“Elaboration of a handbook for usage of National VIS”
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1. Purpose and scope of the action

In order to ensure implementation of Priority 5, the implementation of action 5.3. will be commenced within the framework of annual programme 2009. Complete implementation of action 5.3. is feasible within the framework of annual programme 2009. Aim of this action is to improve the mechanism of visa issuance and to ensure a unified approach in application of provisions of Union legislation regarding visa issuance, by elaboration of a handbook for usage of National VIS in electronic form and by granting access to the handbook in *on-line* mode.

Taking into consideration status of Latvia as an EU member state and since the end of year 2007 also a member state of Schengen, it is crucial for Latvia to successfully integrate in common area of freedom and security in EU. In order to reach the aforementioned target one of the main tasks to be done is to improve control over the migration processes at EU external border, by ensuring common application of provisions of Union law regarding migration control, therefore ensuring free movement of persons and fair attitude to all migrants.

In the course of 2010 it is planned to start working with C.VIS. To ensure data exchange with C.VIS it is necessary to implement new functionalities and change the existing functionality of N.VIS. Since the end users of N.VIS are located all over the territory of Latvia, on the external borders and consular offices all around the world, the number of end users is high and there is labor turnover – full time training of all end users of N.VIS is complicated. Elaboration of such a handbook will ensure access to auxiliary materials for current and prospective end users and supplement effective and proper use of N.VIS.

Till now there hasn't been elaborated such kind of handbook and work with N.VIS for its end users has been inconvenient. Handbook for usage of N.VIS will help to increase work efficiency and administrative capacity

Currently in Latvia a N.VIS is being used, and for ensuring an effective use of the aforementioned system safe and up-to-date data transmission network between the central system servers and all of the border control points at the EU external border and Latvian diplomatic and consular representations abroad has been created. Therefore the same data transmission network will be used also for ensuring effective use of handbook on the best visa issue practice.

2. Expected grant recipients

By taking into account the specifics of the action it will be implemented by Responsible Authority acting as an executing body, implementing projects in cooperation with other Competent Authorities and by concluding agreement with Competent Authority, which will be similar to grant agreement. The only authority that can be referred to be as the only possible Competent Authority that can implement action 5.3. is Office of Citizenship and Migration Affairs.

3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body

Office of Citizenship and Migration Affairs is competent in the Republic of Latvia to issue identification and travel documents, as well as residency permits and visas, to develop and maintain the National Visa Information System and to implement the state migration policy. Taking into consideration the fact that access to elaborated handbook on visa issuance best practice will be granted to all of the border control points, diplomatic and consular representations abroad as well as all of the regional units of the Office of Citizenship and Migration Affairs by using the same data transmission network which is used for National Visa Information System, Office of Citizenship and Migration Affairs can be considered to be as the only possible Competent Authority that can implement action 5.3.

4. Expected quantified results and indicators to be used

Information on expected quantified results within implementation of the action under annual programme 2009 is presented in the table below (see column “*Results for AP 2009*”), as well as information on indicators to be used for measuring progress within annual programme 2009 against the baseline situation. Table includes only those indicators that can be applied for evaluation of the results of the project within annual programme 2009. Where possible the indicator is presented quantified. If the indicator can not be quantified, its value for annual programme 2009 is presented as “yes/no”.

Results for AP 2009	Indicators			
	Output		Outcomes	
	Indicator according to MAP	Value for AP 2009	Indicator according to MAP	Value for AP 2009
<ul style="list-style-type: none"> • Elaborated Handbook for usage of National VIS; • Granted access to the elaborated Handbook for usage of National VIS in on-line mode for all of the Latvian representations abroad (currently 45), OCMA regional units (currently 32) and all of the border control points (currently 29) 	Handbook for usage of National VIS has been compiled, which is available in the <i>on line</i> mode in the electronic form for all of the Office of Citizenship and Migration Affairs regional units (currently 32), all of the border control points (currently 29) and all of the Latvian representations abroad (currently 45)	100 %	The common approach to the implementation of the legislation of the European Union on visa issue procedure is ensured	yes/no

5. Visibility of EC funding

The project partners must always refer to the co-financing of this project from the Fund in communications about this project. The EU logo and the statement of the Fund must be displayed on the written materials and documents used during the information events.

6. Complementarity with similar actions financed by other EC instruments, if appropriate

So far for elaboration of such a handbook in Latvia there have not been any investments made neither from the financial means of the national budget, nor from any other EU financial instrument.

7. Financial information

Financial means of approximately 70 000 EUR are required for implementation of action 5.3. within the framework of annual programme 2009. These costs comprise of the following:

- Development of a technical specifications of the on-line Handbook for usage of National VIS;
- Programming and implementation of the on-line Handbook for usage of National VIS;

4. TECHNICAL ASSISTANCE

4.1. Purpose of the technical assistance

In order to strengthen the administrative capacity of the institutions involved in management, control and supervision of the implementation of the fund (responsible authority, certifying authority and audit authority), as well as to ensure qualitative and adequate fulfillment of their tasks, possible areas of application of the technical assistance financing are as follows:

Responsible authority:

- Salaries of employees involved in ensuring of fulfillment of functions of the Responsible Authority (expenditure will be covered in full amount from the financial means of technical assistance for the employees whose direct duties will be related only to implementation of the Fund) and expenses of business trips related to implementation of the Fund;
- Improvement of professional qualification of employees involved in ensuring of fulfillment of functions of the Responsible Authority by organizing training courses;
- Ensuring the realization of *on-the-spot* checks;
- Expert fees of experts forming project applications evaluation commission;
- Translation of documents related to the implementation of the External Border Fund;
- Ensuring of the organization of the annual information activity.

Certifying authority:

- Salaries of employees involved in ensuring of fulfillment of functions of the Certifying Authority and expenses of business trips related to implementation of the Fund (expenditure will be covered in full amount from the financial means of technical assistance for the employees whose direct duties will be related only to implementation of the Fund);

Audit authority:

- Drawing up of part C of an annual audit report to the European Commission about the annual programme – declaration assessing the validity of the request for payment or statement of reimbursement of the final balance and the legality and regularity of the expenditure concerned by the use of outsourcing. For achievement of this objective, procurement procedure is planned in accordance with national legislation;
- Expenses of business trips that are related to implementation of the Fund (expenditure will be covered in full amount from the financial means of technical assistance for the employees whose direct duties will be related to implementation of the Fund);
- Improvement of professional qualification of employees involved in ensuring of fulfillment of functions of the Audit Authority by organizing training courses.

Precise division of the technical assistance financing among the institutions involved in management, control and supervision of the implementation of the fund, as well as precise areas of application of this financing will be determined in agreement concluded between responsible authority and the recipient of the technical assistance financing.

4.2. Expected quantified results

Responsible authority:

- For fulfillment of the functions of the Responsible Authority, currently it is planned to involve approximately 9 employees, which will be employed with tasks concerning implementation of the 3 funds which are under management of one Responsible Authority (Ministry of Interior);
- Realized at least one *on-the-spot* check at the site of the implementation of every project under implementation of the annual programme 2009;
- Ensured evaluation of the project applications submitted within the framework of annual programme 2009;
- Held annual information activity according to the requirements of Article 33 (2)(a) of the implementing rules;
- Ensured improvement of professional qualification of employees involved in ensuring of fulfillment of functions of the Responsible Authority by organizing training courses
- Ensured elaboration of the documentation related to the implementation of the Fund and ensured adequate translation of the documentation to English.

Certifying authority:

- For fulfillment of the functions of the Certifying Authority, currently it is planned to involve approximately 4 employees, which will be employed with tasks concerning implementation of all 4 funds;
- Ensured certification of the expenditure and submission of the declaration of the certified expenditure to the European Commission.

Audit authority:

- For fulfillment of the functions of the Audit Authority, currently it is planned to involve approximately 12 employees, which will be employed with tasks concerning implementation of all 4 funds;
- Ensured drawing up of part C of an annual audit report to the European Commission about the annual programme 2009 – declaration assessing the validity of the request for payment or statement of reimbursement of the final balance and the legality and regularity of the expenditure concerned, by the use of outsourcing, after carrying out the appropriate procurement procedure according to the requirements of the national legislation.

Considering the fact that in Latvia there are common authorities responsible for management, control and supervision of the implementation of several funds, expenditure of technical assistance actions will be directed to a particular fund, basing upon the proportion of financing amount available within funds.

4.3. <i>Visibility of EC funding</i>

By implementing technical assistance projects within the framework of the Fund the authorities involved in management, control and supervision of the implementation of the Fund that will be receiving the technical assistance funding, will be under obligation to provide information regarding use of Fund financing within the implementation of project. Therefore Responsible Authority has drafted guidelines for publicity and visual identity measures, which will include requirements on publicity and visual identity measures to be taken. The nature of guidelines is similar to those described in section 1.5. (*Visibility of EC funding*) of this document.

The aforementioned guidelines for publicity and visual identity measures to be taken during the implementation of the technical assistance project will be attached as annex to the agreement concluded between Responsible Authority and the recipient of the technical assistance financing.

5. DRAFT FINANCING PLAN

Annual Programme - Revised Financial Plan (No 1)

Table 1 - Overview table

Member State: [Republic of Latvia]

Annual programme concerned: [2009]

Fund: [External Borders Fund]

<i>(all figures in euro)</i>	Ref. priority	Ref. specific priority (1)	Community Contribution (a)	Public Allocation (b)	Private Allocation (c)	TOTAL (d= a+b+c)	% EC (e=a/d)	Share of total (f=d/total d)
Activity 1.2. Equipping the border checkpoints on the railway between Zilupe, Indra and Karsava and state borders with the video surveillance system	Priority 1	N/A	130 817	43 606	0	174 423	75,00%	6,54%
Activity 4.1. The development of the National VIS, providing its compliance with the final version of the technical documentation provided by the EC and the provision of the necessary training courses for the personnel of the State Border Guards and Consular officials	Priority 4	N/A	1 577 056	525 685	0	2 102 741	75,00%	78,85%
Activity 5.1. Providing the regional training for the consular officials about the policy of issuing the unified EU visas, in accordance with the requirements of the European Visa Code and the Common Consular Instructions	Priority 5	N/A	109 877	36 626	0	146 503	75,00%	5,49%
Activity 5.3. Elaboration of a handbook for usage of National VIS	Priority 5	N/A	52 500	17 500	0	70 000	75,00%	2,62%
Technical assistance	N/A	N/A	173 010	0	0	173 010	100,00%	6,49%
TOTAL	N/A	N/A	2 043 260	623 417	0	2 666 677	76,62%	100,00%

Head of Responsible Authority
State Secretary of the Ministry of Interior

I. Pētersone